The Nurse Education Program (NEP) is guided by the overall policies of Elmira College. Policies specific to the Nurse Education Program supplement general college policies and are consistent with those of the College.

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Quick Communication Resources

Questions related to clinical → **GO TO** → your clinical instructor and then the course coordinator
Questions related to course → **GO TO** → your course coordinator
Health/Clinical requirements
  What do I need? → **GO TO** → Course Coordinator
  What have we received → **GO TO** → Brenda Guild or Kathy Lucke
Questions related to Rho Gamma → **GO TO** → Missy Volino, Rho Gamma Counselor
Questions related to Nursing Club → **GO TO** → Missy Volino, faculty advisor
Welcome!

On behalf of the faculty and staff of the Nurse Education Program (NEP), I welcome returning and new students to this academic year. This is a time of enormous change in health care that will present exciting opportunities and unforeseen challenges for the nursing profession. The faculty and staff of the Nurse Education Program strive to assist and support you as you work to achieve your professional goals and help to shape the future health and wellness of people in this nation.

The Nurse Education Program adheres to the policies of Elmira College specified in the *Elmira College Student Code of Conduct* and *Elmira College Bulletin*. The policies and procedures particular to the Nurse Education Program provided in this handbook are consistent with policies found in the *Elmira College Student Code of Conduct* and the *Elmira College Bulletin*.

As Dean of Health Sciences and Director of the Nurse Education Program I look forward to getting to know you and working with each of you throughout your time at Elmira College. Best wishes for the coming year.

Dr. Kathleen Lucke  
Dean of Health Sciences, Professor Nurse Education
History of Nurse Education at Elmira

The Nurse Education program was first offered at Elmira College in 1930. The last class graduated from this 5-year program in 1938. Until 1958, the College offered the first two years of a nursing major with students then transferring to hospital-based schools such as Columbia Presbyterian Hospital School of Nursing and Yale-New Haven Hospital School of Nursing. The College has also had an ongoing relationship with diploma nursing education offering foundation courses in the arts and sciences for Arnot Ogden Medical Center School of Nursing and two other diploma programs that are no longer in existence.

In 1974 a Bachelor of Science Degree (BS), designed for Registered Nurses (RNs) only was instituted at Elmira College. This program represented a new kind of educational offering for nurses in the United States, one that was tailored to the needs and special abilities of RNs. At that time there were less than six educational institutions in New York State that offered a degree program of this type. In 1988 the program underwent a major change when an educational program for students without any prior nursing education was established. The existing RN to BS program was integrated into the curriculum as an advanced placement track. This advanced placement option for RNs continues to offer a flexible approach to baccalaureate education that builds on previously learned knowledge and skills necessary to prepare beginning practitioners of nursing. Students may enroll full or part-time in either track.

Today the Nurse Education Program, part of Health Sciences, reflects the liberal arts and community orientation of the College. Required courses include those that promote personal and professional growth for the student and those that represent a response to societal demands for high quality care and an increased emphasis on preventive and primary health care services.

The main focus of the program is to assist the student to develop nursing knowledge and skills necessary to provide health care in a dynamic and ever changing health care system. The program is firmly grounded in concepts from scientific and humanistic fields. Experiences are designed to prepare graduates to care for individuals and groups in a variety of health care settings. The Program provides the necessary foundation for graduate study in nursing.
FULL TIME FACULTY AND STAFF
2016-2017

Dean of Health Sciences and Professor       Kathleen Lucke, PhD, RN Room 215, Ext. 1890

Lecturer       Eileen Choi, PhD, RN Room 338, Ext. 1755

Assistant Professor       Susan Gustafson, EdD, RN Room 335, Ext. 1886

Assistant Professor       Folasade Kolade, RN, DNP, MLS Room 336, Ext. 1987

Assistant Professor       Jenniffer Mullen, RN, MSN Room 313, Ext. 1884

Simulation Laboratory Coordinator       James Nisley, RN, MSN Room 323, Ext. 1832

Lecturer       Colleen Parsons, RN, MSN Room 339, Ext. 1887

Assistant Professor       Donna Ryan, RN, DNP Room 314, Ext. 1864

Associate Professor       Denise Talenti, DNP, RN, CNM Room 311, Ext. 1841

Associate Professor       Milissa Volino, PhD, RN Room 312, Ext. 1842

Instructor       Deborah Woglom MS, RN Room 316, Ext. 1134

Assistant to the Dean of Health Sciences       Brenda Guild Room 212, Ext. 1890

Telephone: (607) 735-1890       Fax number: (607) 735-1159

Additional contact information for professors or clinical instructors is in course syllabi.

The Nurse Education Program office (Cowles, Room 212) is open Monday through Friday from 8:00 am – 5:00 pm.
The Nurse Education Program at Elmira College is an integral part of an independent, coeducational institution committed to the mission of offering students a professional and liberal education to enable them to become more responsible and accountable in contemporary society. The following statement of philosophy expresses the beliefs of the Nurse Education faculty about human beings, society, health, nursing, and education. These beliefs serve as the foundation for the program curriculum.

The faculty recognizes different societal and cultural experiences, as well as individual perceptions and patterns of behavior, is brought to health care situations by each individual. Understanding and acceptance of the uniqueness and worth of every human being is acknowledged as the necessary foundation for a nurse/client relationship that fosters a maximum level of achievement on the health-illness continuum.

The faculty believes that health is a dynamic state that involves constant change and exists on a continuum from optimal well-being to death. Nursing is an active process that focuses on assisting individuals, families, groups, communities and populations in promoting, restoring and maintaining health, and preventing disease. The professional nurse maximizes the comfort and dignity of the client at all points on the health-illness continuum through the use of the nursing process. These activities require skills in the identification and the use of information, in the communication of ideas, and in cooperation, coordination and collaboration with other individuals and groups.

As leaders, nurses must be accountable for themselves, to the profession, and to society in initiating changes necessary to assist people toward wellness. Professional nurses recognize the relationship between their profession and the overall health care delivery system. This system requires nurses who can work independently and interprofessionally, applying theoretical and evidence-informed practice to the health care setting, which extends into the community and globally. The professional nurse serves as a client advocate to promote and protect the rights, health, and safety of patients, while encouraging and promoting active and responsible self-care. Within their professional role, nurses recognize and maintain appropriate boundaries of acceptable social behavior.

The Nurse Education Program of Elmira College encourages intellectual, social, emotional, ethical, and civic growth of the student, as well as the development of a commitment to the profession and society. The faculty believes that the education of the professional nurse is a life-long process. Professional nurse education leads to accountability for professional, ethical and legal standards of nursing practice. The faculty believes that learning is best achieved when concepts are presented from simple to complex, building on existing knowledge. Learning is a collaborative process between the faculty and the student and requires active participation by the learner. Therefore, a learning environment is created in which the student is provided the resources and guidance necessary for critical thinking and reasoning in the development of ethical behavior and cognitive, affective, psychomotor skills.

The Nurse Education Program of Elmira College delivers excellence in nursing education and encourages intellectual, social, emotional, ethical and civic growth of the student as well as the development of a commitment to the profession and society.
Program Purposes and Outcomes

Program Purposes

The purposes of the Elmira College Nurse Education Program are threefold:

1. To offer a major in nursing grounded in a liberal arts education.
2. To prepare graduates for professional practice in a variety of health care settings.
3. To provide a foundation for graduate study in nursing.

Program Outcomes

The graduate, at the completion of the Nurse Education Program, will be able to:

1. Utilize theories and concepts from humanities, natural, social and nursing sciences to focus on individuals, families, groups and communities as the recipients of nursing practice.
2. Employ the nursing process in any setting to assist with the promotion, restoration, and/or maintenance of optimal health for the client of any age.
3. Use evidence based findings to improve the quality of nursing care provided to the client.
4. Apply knowledge and skills of information management and technology in nursing practice.
5. Participate in identifying community and societal needs for health care of client systems.
6. Provide leadership in defining, implementing and evaluating the nursing practice in the provision of comprehensive health services.
7. Collaborate with consumers and colleagues to support necessary changes in overall health behaviors and health care delivery for the improved welfare of society.
8. Practice nursing in accordance with legal rights and ethical responsibilities.
9. Demonstrate commitment to personal and professional development.
Transitions Theory describes a framework that provides a means of understanding the experience of individuals who are confronting, living with, and coping with an event, a situation, or a stage in growth and development that requires new skills, sentiments, goals, behaviors, or functions (Meleis & Schumacher, 2015). Transition is defined as “a passage from one life phase, condition, or status to another” (Chick & Meleis, 1986). It is a multidimensional, complex concept comprising several components, including process, time span, perception, and outcomes. Four types of situations that trigger transition experiences important to nursing include developmental, situational, health-illness transitions, and organizational (Kaiser, Kaiser, and Barry, 2009). A process of response is initiated as a result of these triggers that can be observable or nonobservable, and either functional or dysfunctional. These responses are influenced by personal, community, societal, or global conditions.

Individuals, families, communities, and organizations can respond to a change event through patterns of response. Two types of response patterns are relevant to nursing – process and outcome. Patterns of response involving process include the level of engagement, how one views one’s position in a complex system, relationship or interaction, how one relates to the health care team to seek and receive support, and the level of confidence or ability to handle the actions or interventions needed in response to the change. Outcome responses to a change event include role mastery and mastery of one’s environment, the ability to carry out actions or “navigate” the uncertainties during a transition, resourcefulness in achieving health goals or quality of life, and maintaining healthy communication and relationships through the transition (Meleis & Schumacher, 2015).

The goal of nursing interventions within transitions is to promote, facilitate, and support healthy process and outcome behaviors (Meleis, 2011). A variety of strategies are used during these nursing interventions. Based on the patient and family values and goals, nursing interventions facilitate and support the development of new competencies and roles needed by the person to successfully aid in the transition process (Piccoli, et al, 2015). Nursing care is maximized at critical points or milestones to manage the trajectory or facilitate the transition. Mobilizing resources, providing support, and identifying role models are critical to facilitating a healthy transition and achieving the desired outcomes of the transition (Meleis, et al, 2000).

**Assumptions of the Theory**

- A human being’s responses are shaped by interactions with significant others and reference groups.
- Change through health and illness events and situations trigger a process that begins at or before and extends beyond the event time.
- Whether aware or not aware, individuals and/or families experience a process triggered by changes with varied responses and outcomes.
- Outcomes of the experience of the transition are shaped by the nature of the experience.
- Preventative and therapeutic actions can influence outcomes.
• Individuals have the capacity to learn and enact new roles influenced by their environment.
• By producing critical and well-supported evidence, inequities in health care can be changed to more equitable systems of delivery.
• Gender, race, culture, heritage, and sexual orientation are contexts that shape people’s experiences and outcomes of health–illness events as well as the health care provided.
• Nursing perspective is defined by humanism, holism, context, health, well-being, goals, and caring.
• Environment is defined as physical, social, cultural, organizational, and societal and influences experience, interventions, and outcomes.
• Individuals, families, and communities are partners in the care processes.

Figure 1. Transitions: A Middle-Range Theory (Meleis and Schumacher, 2015).

Academic Affairs

Academic Advising

The nursing curriculum is available at http://www.elmira.edu/academics/programs/Majors_Minors/Nursing/Curriculum.html and the four-year sequence of study is available by request from the Nurse Education Program (NEP).

All students who do not have a nursing professor as an academic advisor are to contact the NEP office at least annually prior to registration to verify appropriate progression in the Program. Students with an academic advisor in another discipline may continue with that advisor or change to an academic advisor in the major by following the policy set forth by the College. Once in the nursing sequence, part-time students are required to have their registration form verified by a nursing professor each term.

Admission into the Nurse Education Program

Once admitted to the College, most students are admitted to any major. To progress into the first nursing course (NSG 2010 or NSG 3000 for RN-BS students), students must have a “C” (2.0) in each required course for the major, have taken two required science courses for the major, and have an overall GPA of 2.7. These criteria are the same for internal and external transfers.

Unlicensed students refer to those nursing students who are not licensed RNs.

Part-time Students

All unlicensed part-time and transfer students must successfully complete an entrance examination (TEAS) prior to admission to the nursing major. This examination is given April, July and November. Exceptions may be granted on an individual basis by the Dean of Health Sciences. The exam focuses on three main areas: verbal skills, mathematics, and science. Students must earn a ‘proficient’ composite score. The examination may be repeated once, after six (6) months. Those not successful on the second attempt are ineligible for entry into the nursing major. The examination is arranged through the Assistant to the Dean of Health Sciences. If the requirements for the nursing major and/or the minimum score for acceptance change between inquiry into the program and when students are accepted as a nursing major, students must complete the new requirements for the major.

No required nursing field code courses may be taken prior to acceptance into the major. Once entering the required nursing sequence, students must be able to meet all the requirements for the Program and the degree within three academic years. Any student who is not able to complete these requirements concurrently will be withdrawn from the required nursing course. Students will be reinstated into the required nursing courses when they have made sufficient progress in the degree requirements to allow concurrent completion of the Nursing Program and baccalaureate degree.

Part-time students may only take less than 9 credits per term. Exceptions are found in the 2016-2017 Elmira College Bulletin on page 20.
Transfer students – Full or Part-time

Based on review of transcripts, full-time applicants may be required to take the TEAS pre-admission exam prior to admission into the nursing major. Transfer students who have been enrolled in a nursing program elsewhere must have been in good standing in the program to enroll in the nursing major. Grades of C or higher in courses required for the major, including the science courses must be earned for transfer into the nursing major. If students are unsuccessful in a prior nursing course, it will count for one failure here. Students who were unsuccessful in two required nursing courses in another program or one course twice are not eligible for enrollment in the Elmira College Nurse Education Program.

Transfer students who have been enrolled in a nursing program elsewhere must have been in good standing in the program to enroll in the nursing major. Grades of C or higher in courses required for the major, including the science courses must be earned for transfer into the nursing major. If students are unsuccessful in a prior nursing course, it will count for one failure here. Students who were unsuccessful in two required nursing courses in another program or one course twice are not eligible for enrollment in the Elmira College Nurse Education Program.

Transfer credits for required nursing courses are determined by the Dean of Health Sciences. Only continuous and current coursework is considered.

Progression in the Nurse Education Program

**Student must maintain a 2.7 GPA and achieve at least a ‘C’ in each required course for the nursing major throughout the program.** Students must earn at least a ‘C’ in each required nursing course to progress to the next required nursing course. Only one nursing course can be repeated.

Required nursing courses are sequential and must be taken in order. To progress from one level to another all of the courses in the prior level must be successfully completed and a sufficient number of credits must have been earned. All incompletes in required NSG courses must be resolved before the beginning of the next term to be eligible for the next nursing course.

Steps in Progression

To begin Level I *NSG 2010+, students must earn a minimum of a “C” (2.0) in each required course for the major, successfully complete two required science courses required for the major, and achieve an overall GPA of 2.7.

Level II, good academic standing (GPA 2.7 or higher), completion of all Level I nursing courses [NSG 2010, NSG 2640] (or equivalent) and each required course for the major with a minimum of C or better and a minimum of 57 credits (all of which must apply to the degree).

Level III, good academic standing (GPA of 2.7 or higher); completion all Level II nursing courses [NSG 3110, NSG 3111, NSG 3112, NSG 3115, NSG 3210, NSG 3900] and each required course for the major with a minimum of C or better. RN students must complete all Level II nursing courses (or equivalent) [NSG 3000, NSG 3115] with a minimum of C or better. All full-time students must have a minimum of 87 credits and part-time students must have a minimum of 97 credits (all of which must apply to the degree).

Level IV, good academic standing (GPA 2.7 or higher); completion of all Level III [NSG 4009, 4011, NSG 4120] nursing courses and each required course for the major with a minimum of C or better and a minimum of 114 credits that apply to the degree to enter FEX 4510.

Successful Completion of Required Nursing Courses (NSG)

To progress in the Nurse Education Program a minimum grade of “C” (73) must be achieved
in each required course with a nursing field code (NSG). All assignments must be completed in the required time frame to pass the course. No extra credit is given in required nursing courses. Assignments not turned in on time will receive a “0” in the grade book. In clinical courses, each student will participate in a midterm and final course performance evaluation during the long terms. When a course contains a clinical component, a grade of "C" (73) or better in the theory portion and a "P" (Pass) in the clinical portion must be achieved in order to progress to the next required nursing course. Each course syllabus clearly outlines the theory components which constitute 95% of the course grade. An additional 5% of the grade for additional assignments is factored in after the student passes the theory portion of the course. Theory also includes ATI testing which may be worth up to 5% of the course grade. A failure in the clinical component will result in an “F” for the course. A grade of less than a “C” will require the student to repeat the course. A student who does not earn a "C" in two required nursing courses is dismissed from the program.

Only six (6) credits of required nursing (NSG) courses may be taken in any one term. A required nursing field code course may be repeated only once. No more than one different required nursing field code courses may be repeated. Enrollment must be at the next regularly scheduled offering. Unsuccessful completion of a course for unsuccessful performance the second time or the in two different courses will result in dismissal from the Program. Unsuccessful completion includes withdrawal from a required nursing course when failing clinically or when the academic grade is below a 73 (C), in which case a WF will be granted.

Any student returning to the program who has not been enrolled in a clinical nursing course for a year or more must successfully complete an independent study devised by the NEP or an equivalent to assure that the student has current knowledge and skills necessary for safe practice. In any case, students must demonstrate knowledge and skills appropriate to the previous nursing courses before they are permitted to return to the clinical setting. This demonstration of skills and knowledge may include, but is not limited to satisfactory completion of theory, clinical calculations, examinations, health assessment and psychomotor skills. Returning students will not be allowed into the clinical setting without a current satisfactory evaluation of knowledge and skills.

Grade System Delineation

All nursing courses will use the following grading determinations. These grades carry quality points and are thus included in computation of the grade point average (G.P.A.)

A  = 93-100
A-  = 90-92.99
B+ = 86-89.99
B  = 83-85.99
B-  = 80-82.99
C+ = 76-79.99
C  = 73-75.99
C-  = 70-72.99
D+ = 66-69.99
D  = 63-65.99
D-  = 60-62.99
F  = <60

APA Style

All written assignments in all nursing courses are to be completed using current APA editorial style. Please refer to the APA manual for specific details. The Publication Manual of the American Psychological Association (2012) 6th Ed. is located in the reference section in the Gannett- Tripp Library. The APA website (http://apastyle.apa.org/) will have the most recent changes for referencing. Students find https://owl.english.purdue.edu/owl/resource/560/01/
another helpful resource. There are also citation managers available to help with formatting in APA style.

**Integrity**

Academic integrity is the pursuit of scholarly activity free from fraud and deception. A breach of academic integrity includes, but is not limited to, cheating, plagiarism, fabrication of information or citations, facilitating acts of academic dishonesty by others, unauthorized possession of examination material, submitting another's work or previously used work of any student, including self. Students are responsible for understanding all the academic policies and requirements, student conduct codes and student grievance procedures of Elmira College, as stated in the current *EC College Bulletin* and *EC Student Code of Conduct*. Students are held accountable for ethical behavior as described in the American Nurses Association *Guide to the Code of Ethics for Nurses: Interpretation and Application (2015)*, and the 2015 *Nursing and Standards of Practice (3rd Edition)*. A professional and ethical attitude and behavior on the part of all computer users is expected and required. Penalties for a breach of integrity in the classroom or clinical setting will be in accordance with Elmira College policies.

To be eligible to take the NCLEX-RN, nursing students need to meet the academic requirements for their degree as well as be deemed by the nursing faculty to be of sound moral character.

**Career Related Field Experience (FEX 4510)**

The Career Related Field Experience is an integral component of the Nurse Education Program curriculum. No waiver for this experience is permitted. The coordinator of the nursing field experience practicum must approve all field experiences. Students may not begin Field Experience prior to finals week of the previous term. Students must successfully complete 200 hours of practicum along with the course seminar.

To select an experience at a distance or on a specialty unit, the following requirements must be met:

a) Student requests to complete the field experience at a distance must submit a written request which includes clinical site and contact person information by September 15th.

b) All experiences are subject to approval by the Dean of Health Science in consultation with program faculty, as well as the ability to secure a clinical agreement with the institution. An official agreement between the agency and the College and a Field Experience contract with an individual institutional supervisor must be in place prior to any student activity in the agency.

c) Students are responsible for meeting any additional requirements and costs of the clinical agency including, but not limited to: diagnostic tests, immunizations, physical examinations, personal liability insurance and living expenses incurred when participating in a field experience that is outside of regular options provided by the Nurse Education Program.

Completion of the required number of field experience hours is expected within the time frame for the course. Not doing so will result in a delay in graduation and possible failure in the course. All written work must be completed on time as assigned.
Prices and Fees (additional)

Students are independently responsible for costs for the following: annual membership in the National Student Nurses Association (NSNA), liability insurance, criminal background and child abuse checks. All students will pay for an integrated assessment program (ATI) that is billed yearly for each of the long terms. NSNA dues, liability insurance, criminal background and child abuse clearance, and ATI are billed through the College. Students are also responsible for costs incurred for uniforms, health requirements, Professional CPR, personal equipment for clinical practice such as watch with a second hand, stethoscope, bandage scissors and penlight. All pre-licensure students must complete the required NCLEX-RN live review course in the Spring Term of the year of graduation, which is included in the cost for ATI.

Licensure

Students must complete all the requirements for the baccalaureate degree (S.B.) with a major in nursing prior to registering for the NCLEX-RN. Graduates of the program who have been convicted of a crime (including a misdemeanor) may not be eligible for licensure as a Registered Professional Nurse. For more information contact the state in which licensure is desired.

College Support Services

College support services for full time students are documented in the Elmira College Bulletin and the Elmira College Student Code of Conduct. Support services for part-time students are indicated in the Elmira College Continuing Education and Graduate Studies Bulletin. The Office of Student Success and Advocacy is available to all students.

Accessibility Services (Accommodations)

Classroom and Testing Accommodations:

The Elmira College Office of Disability Services is committed to providing appropriate services to students who identify themselves with a disability. When the proper disability documentation is shared with the office, students are then provided access to appropriate accommodations. Students who feel they may be entitled to academic accommodations due to a diagnosed disability should contact Steve Tedone, Learning and Disability Specialist. He can be reached at: accommodations@elmira.edu, or 607-735-1754, or visit his office in the Gannett-Tripp Library room 109. All students with proper documentation should work with Steve to notify their professors of approved accommodations needed to access their education here at Elmira College.

Diversity

Diversity is valued at Elmira College. Respect for others, regardless of age, ethnicity, physical and mental abilities, gender, sexual orientation, religion and socioeconomic status is expected. Any inappropriate statement or action related to diversity during class, laboratory, or clinical experiences that reflect a lack of respect for others may result in disciplinary action including failure in the course and possible dismissal from the Program. Any violation of Title IX is to be referred to a Title IX compliance officer.
Classroom Policies

General Policies

Faculty determines the rules of conduct and etiquette in their classrooms. The basis for this is respect for peers and faculty. It is expected that students demonstrate respectful, responsible, and professional behavior. Faculty will create and facilitate a student-centered learning atmosphere.

No visitors are permitted in the classroom, lab or clinical areas without prior permission of the College and instructor. No children are permitted in the classroom, lab or clinical areas at any time, without permission of the instructor.

Cell phones must be on silence while in the classroom. Other electronic devices used for educational purposes are at the discretion of the faculty.

Regarding social media, students may not post any information about the Program, classes, clinical, or instructors on any internet site or web-based application without permission. This includes but is not limited to de-identified information or any clinical experience. No pictures may be taken in the classroom or at the clinical site without permission of the clinical agency and instructor.

Attendance

On time attendance is expected at all class, laboratory, and clinical experiences. Faculty must be notified in advance of a clinical or lab absence due to extenuating circumstances. Absences from any laboratory or clinical experience must be made up. Failure to appropriately notify the instructor of an absence in advance is unprofessional conduct.

Course Web

CANVAS, the Learning Management System is used for all required nursing courses. Students are responsible for all materials on CANVAS and to visit CANVAS for any updates. CANVAS may be accessed from off campus with the following URL http://canvas.elmira.edu. In required nursing courses, students are required to correspond with faculty and clinical instructors through CANVAS email only.

Student Conduct

Elmira College and the Nurse Education Program embrace the human dimensions of people and operates in a spirit of caring (ANA Code of Ethics, 2015). Any unprofessional behavior by a student will not be tolerated and will be dealt with immediately. Consequences of unprofessional behavior may result in disciplinary actions, removal from a classroom or clinical agency, a behavioral contract, and/or referral to other appropriate resources. Examples of unprofessional behavior include, but are not limited to, rude or disrespectful language, attitude or behavior, not following the chain of communication, disruptive classroom behavior, incivility or bullying, being late or unprepared for scheduled clinical or lab.

The following behaviors are not acceptable to the College. These behaviors are noted in the
general College Student Code of Conduct and/or the Bulletin, and are highlighted here because of their relationship to professional practice and licensure. Issues of student misconduct are addressed through the policy and procedure found in the Elmira College Student Code of Conduct. Results of the following behaviors include but are not limited to notification of the Provost and the College-wide Discipline Committee.

1) On or off campus possession, manufacture, consumption, provision, or sale of drugs or possession of drug paraphernalia, except when prescribed by law
2) Verbal abuse or incivility
3) Stealing
4) Dishonesty including, but not limited to:
   a. Cheating on examinations
   b. Falsifying clinical documentation or experience
   c. Plagiarism
   d. Falsifying information given to College or faculty, i.e., documentation, care plans
   e. Falsifying information for clinical agencies

College support services for full time students are documented in the Elmira College Bulletin and the Elmira College Student Code of Conduct. Support services for part-time students are indicated in the Elmira College Continuing Education and Graduate Studies Bulletin. The Office of Student Success and Advocacy is available to all students.

Clinical Practice Policies

General Policies

On-time attendance is expected for all clinical experiences. If it is absolutely necessary to miss a clinical or lab, due to extenuating circumstances, then it is the student’s responsibility to notify the instructor in advance. A fee of $100.00 per student is charged per each clinical make up. A fee of $200 is charged if the absence is during clinical orientation. Missed clinical experiences must be made up hour-for-hour. Make-up clinical experiences will be at other than regularly scheduled clinical time and not during another clinical section. Make-up clinical is scheduled prior to the completion of the term by the course coordinator. Make-up experiences are scheduled during finals week and/or may be on a weekend or evening time.

Opportunity to make up additional experiences is determined by the course coordinator contingent on the availability of a faculty member, time, and clinical agency. Clinical absences beyond two in the long term or nine hours in Term III may result in an administrative withdrawal from the course.

Clinical Calculation Exam

A clinical calculation test will be administered to assess competency for safe administration of medications. These examinations will take place in clinical courses where students are responsible for administration of medication. The minimum passing grade for students is 100%.

Students are provided with resources to aid in the passing of these exams. Currently there is a drug calculation book that is required in the first clinical course which provides students a resource for the entire curriculum. If this standard is not met by the third competency examination, it will result in failure of the course.
Clinical placements

Placement in a clinical experience is contingent upon satisfactory completion of a criminal background and child abuse check. Students who have been convicted of a crime may not be eligible for clinical placement that is required for the program. Based on the results of these checks, an affiliating agency may deny a student access to the agency for educational purposes and may result in inability of the student to successfully complete the requirements of the Program.

Clinical placements and groups are negotiated with the course coordinator. Placements (including agency, groups and times for clinical experiences) are not guaranteed and are subject to change at the discretion of the course coordinator.

It is the responsibility of students to assure they are in compliance with all requirements which include State regulations and the requirements of the clinical agencies prior to the first clinical. Anyone who is not in compliance will not be permitted to participate in the course. Requirements for clinical placements may change at any time. Students must be in compliance with all requirements.

Students must complete the entire clinical component of the course, and must receive a formative midterm evaluation and a passing grade on the Faculty Final Evaluation of Student Clinical Performance instrument to successfully complete a clinical course. Term III courses have weekly formative evaluations.

Clinical Comportment and Safety

Comportment by nursing students in the clinical setting is expected to be safe, ethical, and professional. Any unsafe practices in a clinical course may result in removal from the clinical agency and/or course. Unsafe practice is any action that has the potential to cause serious harm to a patient, self, or others (staff or visitor). It will be reported to the SRPR in writing by the clinical faculty utilizing the Nursing Student Incident Report. The incident will be reviewed by SRPR. Based on the determination of the Committee, students may need to appear before the Committee. The Committee will make a decision regarding the consequences of unsafe practice and may result in failure of the course. Examples of unsafe practice include but are not limited to failure to follow:

a. Safety standards such as the use of proper techniques or equipment in patient transfer and ambulation;

b. Proper protocol for medication administration;

c. Infection control standards;

d. Proper communication (clear and civil); and

e. Proper procedures to prevent sentinel events.

This form will be used to monitor problems and near misses not only in a specific course but throughout the curriculum.

Performing invasive procedures on students or faculty in the lab, clinical area, classroom and/or any other venue is prohibited and considered unsafe practice.

Confidentiality
All patient personal health information used for educational purposes is to be held confidential and to be de-identified in accordance with HIPAA privacy rules. Unauthorized use of or disclosure of confidential patient information is a violation of state and federal laws. Violation of these laws may result in program dismissal, fines, or jail sentence.

**CPR Certification**

Current appropriate CPR certification is required for clinical practice in affiliating agencies. No on-line CPR certifications are acceptable as the course must have a practice component. Certification must be at least Level C (CPR for Health Professionals). Acceptable certifications are through the American Red Cross and/or the American Heart Association. With the exception of sophomore students, students must provide proof of certification with date of expiration to the Assistant to the Dean of Health Sciences by August 1.

**Documentation of Health Status**

An initial complete physical examination is required for all students majoring in nursing. Sophomore students must have documentation of compliance with all clinical requirements by November 1st. Students in the junior and senior year courses must have documentation of compliance with all clinical requirements for the entire academic year by August 1st of the coming academic year. This includes annual health updates, immunizations, PPDs and Professional CPR. Flu immunizations are available at the CHC for students in the Fall.

Students must be in compliance with all clinical requirements to enter the first clinical course and must remain in compliance or they will be removed from the clinical course which may result in failure in the course. Requirements for clinical placement may change at any time. Health records are submitted to the Clarke Health Center. Validation of Professional CPR, background and child abuse clearance is submitted to the Assistant to the Dean of Health Sciences. Students will be removed from the registration in any clinical nursing courses if not in compliance by August 1st. Additional fees are charged by the College for changes to registration. Reregistration in a course is on a space available basis.

Sophomore students must submit the results of a criminal background check and a child abuse check to the Nursing Office by November 1st through the agency identified to them. They must have a 2 step PPD test. The time between the tests is one – three weeks. After sophomore year, students who have not had a TB screening within the past year must have a 2-step PPD test. Students obtaining PPDs through the Clarke Health Center will be charged if they do not have the test read at the appropriate time. Students with a positive TB skin test must have a QuantiFERON-TB Gold test at student expense. All clinical agencies require the flu immunization in the fall. Failure to obtain the required flu immunization by November 1st may result in sanctions required by the clinical agency.

It is recommended that students keep personal records of proof of compliance with clinical requirements and provide them to the Nurse Education Program if requested.

Students must report to the nursing course coordinator any health alterations, disabilities, injuries and/or conditions that might interfere with students’ capability to safely perform their assignment. This includes, but is not limited to, any condition that has the potential to jeopardize the health of the patients, agency employees, other students, or place students at
risk in terms of their own health (conditions include but are not limited to concussion, pregnancy, skin not intact, sprains or broken bones, or immunocompromised conditions). Students unable to physically perform CPR may not attend clinical.

*Standard Precautions*

While in the clinical setting, Standard Precautions are used at all times. Should a student be exposed to a hazardous waste, the policy and procedures of the agency in which an exposure occurred are to be followed, as well as notification of the clinical instructor and the CHC. If the exposure occurred on campus, the student is to notify and follow the Clarke Health Center policies and procedures.

*Emergency and Health Care*

Illness or injury to the student during clinical or lab is to be immediately reported to the clinical instructor. If an injury occurs, the students must follow the policy of the clinical agency and complete the necessary agency report and Clarke Health Center (CHC) requirements. A *Nursing Student Incident Report* must also be completed. Students are financially responsible for all health care related expenses incurred while participating in the program and clinical experiences.

*Expectations in Clinical Agencies*

Students are to exhibit respectful, professional behavior in the care of any assigned client regardless of diagnosis or condition. Students shall not engage in any disrespectful behavior toward a client that may reasonably be interpreted as physical, verbal, mental and/or emotional abuse, or engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client’s expense, or failure to keep appropriate professional boundaries.

Any inappropriate statement or actions that reflect a lack of respect for others (client, faculty, other students and/or staff) may result in disciplinary action including failure in the course and possible dismissal from the Program.

As Elmira College nursing students and faculty, we are considered guests in all our clinical agencies and sites. All policies and procedures of clinical agencies must be followed. Failure to adhere to policies and procedures of clinical agencies may result in disciplinary action, including removal from the clinical area, suspension or dismissal from the Nurse Education Program and/or Elmira College. Clinical agencies reserve the right to refuse any student who does not adhere to agency policies and standards.

If an untoward incident occurs in the clinical agency, the *Nursing Student Incident Report* will be completed and referred on to the Student Recruitment, Progression and Retention Committee (SRPR). Incidents might involve the following:

 Alcohol/drug related incident
 Dishonesty
 HIPAA violation
 Improper communication
 Medication error
 Near-miss
Sentinel event
Stealing
Verbal abuse
Violation of infection control standards
Violation of NEP handbook policies

Clinical Make-Up Policy

Nursing majors are limited to a maximum of one week of clinical hours to be made up. If greater than one week is needed due to injury or illness, it is recommended that students discuss an incomplete with their course faculty, or take a medical withdrawal. Students may request a waiver of clinical make-up for extenuating circumstances subject to faculty approval and supporting documentation.

Professional Liability Insurance

Students are required by clinical agencies to hold individual liability insurance in the amount of $1,000,000/$3,000,000 coverage. The College secures the liability insurance through a group policy. The cost of the insurance is the responsibility of the student and is billed to the student.

Standard Uniform

Purple scrub tops, purchased through the Elmira College Bookstore, and white uniform slacks (no low riders) are required for clinical and all laboratory experiences. Uniforms are ordered in bulk in the fall providing a student discount and the elimination of taxes. Clean white shoes or athletic shoes (totally white) are acceptable. No open toed or open heeled shoes are allowed. A white lab coat may be worn over the uniform. A white shirt may be worn under the purple scrub top. An Elmira College insignia (patch) must be worn on the upper center portion of the left sleeve on all uniforms and lab coats. The patches must be appropriately applied (no pins). All clothing worn in clinical agencies is to be clean and pressed and fit to allow for stretching and bending without revealing skin or undergarments. Purchase of uniforms, through the Bookstore is the responsibility of the student. When variations to the uniform policy are required for specific courses, students will be notified prior to the beginning of the course.

A photo nametag will be issued annually from the College and must be worn at all times and visible to clients. If the nametag needs to be replaced, students are responsible for the replacement fee. When the uniform is worn, it should be complete.

Jewelry must be kept at a minimum. A watch, wedding ring, and one small post earring per ear lobe is acceptable. No visible body jewelry, spacers in ear lobes, or piercing other than ear is allowed. Body art or tattoos must be completely covered. Hair is to be clean, kept above the collar, contained, and kept out of one’s face. Facial hair must be neatly groomed. No nail polish is allowed; artificial nails are prohibited. Attire is to be consistent with clinical agency requirements.

Students entering an affiliating agency, as a representative of the College but not in a direct patient care activity, should wear the EC uniform or business attire with a white lab coat and a photo nametag. No jeans, shorts, miniskirts, flip flops or muscle/midriff shirts are to be worn.
Transportation to/from Affiliating Agencies

Students are responsible for their own transportation to and from clinical agencies. Because parking is at a premium at most agencies, carpooling is encouraged whenever possible. Most agencies have designated parking areas for students which must be used. Most clinical agencies are smoke free campuses including the parking lots.

Program Questions or Concerns

Questions or Concerns

Questions or concerns regarding the Nurse Education Program should be brought to the Dean of Health Sciences. Concerns regarding a specific course should be directed to the immediate course faculty to attempt to resolve the difficulties or concerns within that course. If no satisfactory resolution is achieved, students should meet with the course coordinator. If no satisfactory resolution is achieved, students should request a meeting with the Dean of Health Sciences and course faculty member.

If there is no resolution, a formal complaint or appeal should be written to the Dean of Health Sciences. This should be a written statement regarding the nature of the complaint including a clear description of the complaint, supporting documentation, and the signature of the complainant. Depending on the nature of the complaint, it will be referred to Student Recruitment Progression and Retention Committee (SRPR). If the complaint is not resolved at the program level, the Dean of Health Sciences will advise the student of the most appropriate next step. Students should also consult the EC Student Bulletin.

Appeals

If students wish to appeal a decision involving the Nurse Education Program, they should submit a written appeal to the Dean of Health Sciences. The appeal letter should explaining the situation, the extenuating circumstances, and recommendations to ameliorate the situation. Appeals will be referred to the SRPR Committee for review and recommendation of resolution to NEP faculty.

If students are appealing a grade, the written appeal is to go to the College’s Educational Standards Committee as per the EC Bulletin.

Communication

Communication to students from the Nurse Education Program faculty and/or Nursing Club will be done through the CANVAS Learning Management System. It is expected that students check CANVAS on a regular basis. Communication outside of a course must be through elmira.edu email, not personal email.

National Student Nurses Association Membership

National Students Nurses Association membership is required of all unlicensed students and is billed through the College. Benefits of membership are available to all nursing majors.
Concerns regarding membership should be brought individually to the Dean of Health Sciences.

**Honors and Awards**

*Dr. Kathleen Sward Excellence in Nursing Prize*

A monetary gift presented at Commencement to the outstanding program graduate. The Dr. Kathleen Sward Nursing Excellence Prize was established in 2002 and endowed by Dr. and Mrs. Edward Grandt to recognize a graduating student who has demonstrated academic and clinical excellence in nursing. Dr. Kathleen Sward was the first Director of the Elmira College Nurse Education Program. Dr. Grant, a highly respected physician and former trustee of the College, was instrumental in the development of the Elmira College Nurse Education Program.

*Esther Booth Alden Home Bureau Award*

This scholarship, established in 1970 and given annually, by the New York State Federation of Home Bureaus, is named for Esther Booth Alden, Class of 1923. To qualify for the scholarship, the student must be a full-time returning nursing major and be a New York State resident who lives in a county that has a Home Bureau Chapter. Application for the Home Bureau Award is completed in February. Applications and complete list of criteria are available in the Nurse Education office. The award is made in May for the ensuing year. The selection committee is made up of members of the Chemung County Home Bureau Chapter.

*The “Excellence in Nursing” Senior Year Award*

This award is a non-monetary gift presented by the Nurse Education Program faculty each year to an outstanding graduating senior nursing student that represents the profession of nursing. He or she has actively participated in the Nurse Education Program, such as, serving as a student representative with the standing committees, ad hoc committee, and/or active involvement in the Nursing Club of Elmira College.

*Professional Nurses of the Twin Tiers Leadership Award*

A non-monetary awarded annually to a graduating senior who demonstrates leadership ability and lives in Chemung, Schuyler, Steuben or Tompkins counties or intends to practice in the area. The Nurse Education Program Faculty selects the recipient.

*Rho Gamma Chapter of Sigma Theta Tau International Honor Society of Nursing*

The Rho Gamma chapter was chartered in 2000 to acknowledge scholarship and leadership in nursing practice and education. Students who have completed half of the required credits in nursing and have earned a nursing GPA of 3.0 or greater, and are in the upper 35% of their class, may be eligible for induction. Nursing faculty approval is based on leadership potential, clinical excellence, and level of professionalism.

*Rho Gamma Scholarship Award*

A monetary award given annually to a Rho Gamma member who is a graduating senior nursing
student who demonstrates scholarship and excellence in nursing. This award is selected by the nursing faculty.

Other Awards/Scholarships

The foundation of the National Student Nurses Association provides a variety of scholarships. Applications are available on the web site www.nsna.org. Deadline for receipt of completed applications is February 1st.

A list of other scholarships for nursing students is available in the Nurse Education Program office.

Nursing Club

The mission of Nursing Club is to provide an environment for nursing students to get connected with one another and have support as a nursing student. The club also aims to work with its members to be active and bring awareness about health related issues to the college community and the surrounding area.

Nursing Club Constitution

I. Name of Organization
   The name of our organization is Elmira College Nursing Club.

II. Purpose of Organization
   The purpose of our organization is to promote awareness of and educate about health and wellness on campus or in the community. We also aim to create a support system among all nursing students.

III. Membership
   Nursing club is open to all full-time undergraduate students, regardless of their major. Eligibility for special events will be based on participation within the club.

IV. Officers and Duties of Officers
   Section I. The officers of Nursing Club include President, Vice-President, Secretary, Treasurer, Senator, and Public Relations Historian.
   Section II. Officers are nominated and elected in March. Their term of office will begin at the beginning of Term III of the year they are elected. Their term of office will end at the conclusion of Term II the following year, after new officers are nominated and elected. All officers will be elected by a majority of club members. Officers can hold their office for consecutive years if they are re-elected.
   Section III.
   a. Our President presides at all meetings of Nursing Club and serves as the club’s Chief Executive Officer. The President is required to have been a previous officer, unless all officers are graduating.
   b. Our Vice-President assists our President in his or her duties and is prepared to take over if the President is unable to complete his or her term for some reason. The Vice-President also has responsibilities with event planning; contacting members, completing required Student Association forms, collecting funds for
events, and placing orders.

c. Nursing Club’s Secretary keeps minutes of all meetings and distributes these minutes to all club members and advisors. He or she also keeps attendance records from all meetings, and completes monthly reports for Student Association.

d. Nursing Club’s Treasurer keeps track of and balances requests, budgets, and reports.

e. Nursing Club’s Senator attends all Student Senate meetings. If he or she cannot attend a Senate meeting, he or she finds another club member to replace them that week. He or she fulfills all responsibilities as outlined for them in the Student Association Constitution.

f. Our Public Relations Historian takes care of advertising for all events, and assists officers as needed.

V. Meetings Definition of Quorum

Section I. Nursing Club meets every other week.

Section II. All decisions are made by voting and must have a fifty percent majority vote to be approved.

VI. Advisor

Nursing Club’s advisor will be full-time professors of Nurse Education at Elmira College. The advisor should provide guidance and assistance to officers.

VII. Removal from Office

If any Nursing Club officer fails to meet his or her obligations or is no longer a club member, he or she may be removed at the next meeting by a 2/3 vote of the quorum.

VIII. Amendment

If this constitution needs to be amended, it will be amended according to the Student Association rules.

IX. Conflicts

In case of conflicts between this Constitution and the Constitution and By-Laws of the Student Association, the Constitution and By-Laws of the Student Association shall take precedence.

10/10/13

**Nursing Club Officers (2016–2017)**

- **Faculty Advisor**: Dr. Milissa Volino
- **President**: Renata Lizak’17
- **Vice President**: Kaela Kilmartin’17
- **Treasurer**: Andrea Gridley’18
- **Secretary**: Alyson Antone’18
- **Senator**: Casey Stewart’18